

	APOLLO HOSPITALS, SECUNDERABAD		AAC-02c
			Issue-C
	POLICY ON NON AVAILABILITY OF BEDS		Date: 06-01-2017
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PREPARED BY: Dy.Medical Superintendent		APPROVED BY: Chief Executive Officer	

1.0 Purpose:

To guide the staff when beds are not available for patients who require admission.

2.0 Policy:

- 2.1 In case, beds are not available in any category, the patients shall be stabilized in emergency and shall be transferred to another outside hospital with required facilities after explaining to the patient/ family members. (Refer to protocol on transfer to outside hospital)
- 2.2 All patients who are attended to in this set up shall be initially registered in the hospital.
- 2.3 No patients shall be denied of care or attention at any time of the day or night in Apollo Hospitals, Secunderabad

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3.0 Procedure:

- 3.1 Emergency care/ first aid shall be provided in Triage or ER, and shall be asked to register in the counter.
- 3.2 Patients shall be offered a choice of patient rooms/beds. In the event of non-availability of the room of choice, the patient shall be allotted the best alternative room available.
- 3.3 If the patient is shifted to an outside care setting, it shall be the responsibility of Apollo Hospitals, Secunderabad to ensure that transfer protocols are followed and patient safety is ensured.
- 3.4 When faced with shortage of beds in critical care; after discussing with the treating doctor, the ICU in-charge doctor shall transfer those patients who are stable to create beds for emergency needs.
- 3.5 The above procedures shall only follow after duly informing the Hospital Administrator or his designee.

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